3.0 Close-Out Focus Team for TIPS

Scope: To evaluate current, past, and future needs as they relate to close-out issues. Map all captured information in computer screen design for PC-based users. Recommend interfaces and possible screens. Identify management issues.

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Overview: The system would work the same way whether the user is closing out General POs. Construction POs. Consultant Contract POs. or A&E Contract POs. The system should provide all drill-down information based on the PR/PO# information entered. The system should then route all drill-down information through the appropriate interfaces to all responsible parties.

Primary Requirements

- An override button to be able to correct incorrect information in a field without having to back all the way out of the system
- Ability to link to all interfacing systems
- Ability to print this current screen/page without having to back out of the system
- Access to any and all existing forms or report templates available in all interfaces

Universal Requirements

The following list represents flashing red flags that will provide drill-down capability.

Red flags with pull-down lists, invoices/approvals/PO Staff, 620, SMs, Rec of Material, Flags flashing requirement screen and property people, all PAID inquiry screens, POIMS, FMIS, PAIRS, capture PO header information (buyer, reg), Notifications to vendor for closures, tax, cert/tax information, comment fields (header =PR info), (pending Message Code), EIS, pull-down screen for invoices. Additional sub-level screens for invoice approval should key off message codes (1-series, 2-series, 3- and 4-series), Invoiced PR, no flashing = s closure, hardcopy, claims sick/forms, Bene Occup letter, warranty date, cost plus fixed fee (CPFF), running total of ea. category in task, release, and assignment, all present day forms (i.e., patents certs, 620A - audit request, FSS-16/DOE, tracking system for all GFP and SAP), access to property info, access to TRIPS, access to Payroll, buyer ID no.s, memo to requester expir. term, consultant work auth., closeout memo, consultant forms/templates, ability to open Mother Order.

Universal requirements also include available communication links (i.e., fax, e-mail, Lotus Notes, and other forms of electronic transfer).

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Interfaces

The following interfaces have been identified as required:

- POIMS,
- PAIRS,
- EIS.
- FMIS.
- SM System,
- Eudora,
- Tax Area of Payroll

- a connection to the Small Business Office.
- PAID.
- the Financial Systems,
- TRIPS,
- any and available fax interface system.
- Vendor Database (small business office system)

Management Issues

- The system has the capability to drill down to other interfaces from any location
- Current PAID system must be changed to reflect "QTY Ordered = QTY REV'D =
 QTY INV'D = QTY PD = Auto Close-Out (OK out the door)". The current PAID
 system shows contracts closed, even though contract expiration is months away.
- Treat consultant contracts the same as regular procurements using the PAID system once the current tax issues are resolved (with Robin Gurule's group).
- Existing systems, as well as the new TIPS system must be adequately managed and maintained to be useful. {To avoid} garbage in -- garbage out.
- Make PAID history easier to access after Close-Out so that administrative changes can be added easily as a post Close-Out action.
- All Close-Out procedures should have the capability of using electronic system for capturing requirements.
- The system has the capability to identify duplicate PR numbers and lock them out appropriately.

Red Flags

Red flags are administrative issues that will prevent payment and/or close-out of a contract. Red flags must be remedied before system allows invoice payment or close-out.

- Actions are remedies for Red Flags using the Universal Issues category.
- Once red flags are clicked on, the system will provide additional sublevel (drill-down ability) screens that allow you to choose the action categories that are represented by the Universal Issue categories.
- The *Universal Issues* category captures those "very important administrative areas" that need to be accessible within sublevel screens. Access to *Universal Issues* should be developed as Windows screens, pull down menus, or as connections to existing systems.
- Tax is potentially a Universal Issue for all close-out screens and will be listed as a red flag if pertinent (applicable).

This is an example of the purchase of an off-the-shelf item that requires a receiving report and has been designated with a 1a message code.

	Total Integrated Procurement System										
			Purchas	se Orc	Order Close-Out						
File	Edit	Appl1	Appl2	Ар	pl3	View	Options	Window	Help		
P.O. Nui	mber				Buy	er ID#					
				<u>,</u>					U		
# B1010 SML6-40											
11	Dioio	OIVILO TO									
This field	d will loca	te whatev	er P∩#		This field will display a list of all the POs						
		into the sy			under the Buyer ID# that you enter into						
Hullibel	you type	inio ine sy	Sterri.		the system. Then select individual PO						
					as an option.						
Return to	previous m	enu Retu	urn to main	men	J	Universa	al	Exit syste	m		

Note: Once you click on a PO using either the PO# or the Buyer ID#, the Close-Out requirements are determined by the action code that is displayed. The system will then take you to the corresponding Close-Out Requirements screen.

The following is an example of how the system would work using one PO. For example, if a buyer typed in a PO#, pressed <Enter>,and there was a problem with that PO#, a flashing red flag would appear (i.e., the Invoices field. RR, SM, Property, etc.) would indicate the existence of a problem. The buyer would then click on the flashing red flag button to see what action is required (see *Universal Issues* under **Red Flags** on page 15), to close that PO and the system will display the following screen.

Total Integrated Procurement System											
			Purchas	se Ord	er Cl	ose-O	out				
			Ger	neral C	Close-Out						
File	Edit	Appl1	Appl2	Арр		Vie w	Options	Window	Help		
	PO#	B1010 SN	1L6-40						-		
Red Flag	gs ·	<flashing< td=""><td>]></td><td></td><td colspan="6"></td></flashing<>] >								
{Click or and	n any flash }	ning butto	n here		{This menu will drop down}						
Invoices	}	<flashi< td=""><td>ng></td><td>$\sqrt{}$</td><td colspan="7">All Pending Invoices</td></flashi<>	ng>	$\sqrt{}$	All Pending Invoices						
RR's √ SM's √						, the	e user clicks system wo r area with	uld then dis	play the		
Property √	1										
Rentals √						Note: Red flags are unique to the individual Close-Out Screens, i.e., General Close-Out					
NO INV	OICE Red	ceiving		$\sqrt{}$							
Tax Issu	ies		1	√							
Return to	previous m	enu Ret	urn to main	n menu		L	Iniversal	Exit s	ystem		

The sample Close-Out Requirement below needs a Receiving Report. The system should provide the buyer with the requirements they need to close out this PO. For example, for a Receiving Report, the buying office will contact the end-user via E-mail to see if the item is in. If the item has been received, a confirmation of receipt is required from the requester and is sent electronically to the appropriate parties. If the item has not been received, then the buying office needs a link via fax to the vendor and other appropriate parties. The system should provide the same kind of automatic routing for all of the Close-Out Requirements.

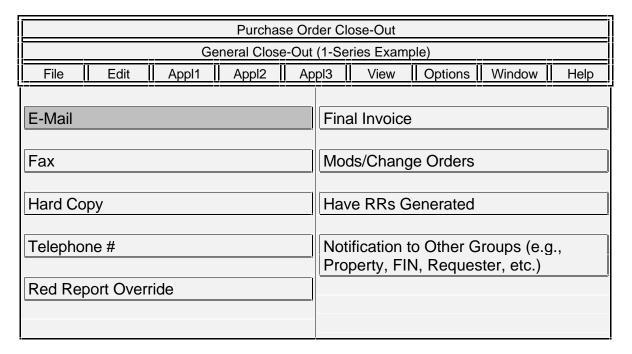
Total Integrated Procurement System									
Purchase Order Close-Out									
General Close-Out (1-Series Example)									
File Edit Appl1 Appl2 Ap	ppl3 View Options Window Help								
DOW DAGAGONICAG	Managara Onda mandina Itana								
PO <u># B1010 SML6-40</u>	Message Code per Line Item								
Total # of Line Items2	Line Item 1: 1A								
	Line Item 2:								
	Line Item 3:								

This is an example of a General Close-out screen for a 1-series.

			Total Inte	egrated F	rocur	ement	System			
			Pur	chase O	rder C	Close-O	ut			
	ı	-(-	General (Close-Ou	e-Out (1-Series Example)					
File Edit Appl1 Appl2 Appl3 View Options Window Help										Help
This above highlighted line item needs the following:										
* a Rec	* a Receiving Report (RR) [message code 1a]									
* a Con	firmation	Receipt								
Red Flag	gs			A	Actions					
Universa	al	\rightarrow to	E-mail	Т	This field will display to the user the actions					
					they need to take to close-out this particular					
Display PO from PAID system					PO.					
Diopidy			, 0.0111							
Return to	previous r	menu	Return to r	nain mer	าน		Universal			Exit system

The system should provide all drill-down information on an automatic E-mailed confirmation of receipt template for end-user's verification.

When the buyer clicks on the Universal Button, the system will display a drill-down screen showing the following:



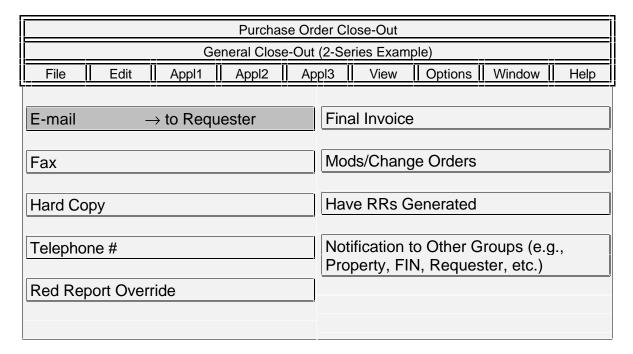
When the buyer clicks on the E-mail button, the system will display a template that automatically retrieves the Requester's information, such as E-mail address, and would contact that requester asking whether the material has been received. If the material has not been received, the system would contact the buyer, who in turn would fax or E-mail the vendor for information. If the material has been received, the requester would forward the required information to the Receiving Group and other appropriate parties.

The problem in the sample Close-Out Requirement below, is that the requester and the buyer signatures are needed on the invoice. At this point, the system should provide the buyer with the requirements they need to close out this PO. For example, for an invoice problem, the buying office will contact the end-user for an authorized signature, as required for a 2E message code. The system should provide all drill-down information on an automatic E-mail message to the end-user requesting signature. The system should provide the same kind of automatic routing for all of the Close-Out Requirements.

Total Integrated Procurement System								
	Purchase Ord	er Close-Out						
	General Close-Out (2-Series Example)						
File Edit Appl1 Appl2 Appl3 View Options Window Help								
PO# B1010 SN	<u>/L6-40</u>	Message Code per I	_ine Item					
Total # of Line Items	2	Line Item 1: 1A						
		Line Item 2: 2E Red	quester and Buyer					
		signature						
		Line Item 3:						
The above highlighted	d line item needs the	following two signatu	ures:					
*		Donorda Olamatoma						
*		Buyer's Signature Requester's Signature						
Pod Flogs		Actions						
Red Flags		Actions						
L Iniversel		This field will display to the user the						
Universal		This field will display to the user the actions they need to take to close-out						
D' I. DO (DAII	2	this particular PO.						
Display PO from PAII	System							
Poturn to provious	Return to main menu	Universal	Evit quatom					
Return to previous menu	Return to main menu	Universal	Exit system					

Here, the buyer clicks on the Universal Button.

When the buyer clicks on the Universal Button, the system will display a drill-down screen showing the following:



When the buyer clicks on the E-mail button, the system will display a template that automatically retrieves the requester's information, such as E-mail address, and would contact that requester.

Here, the buyer clicks on the E-mail Button.

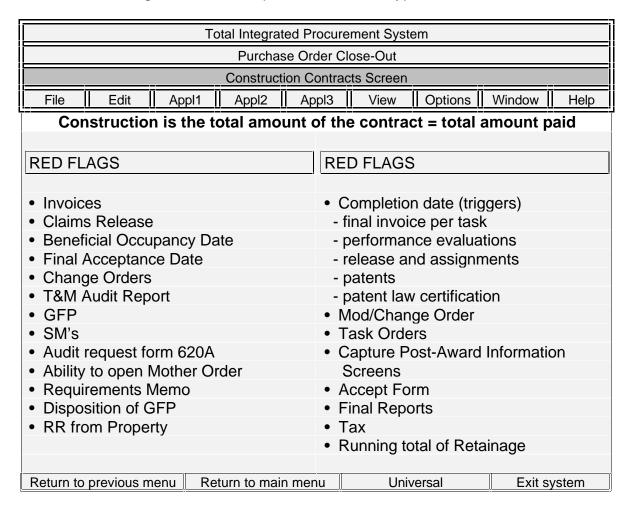
This is an example of a General Close-out 2-series.

	Total Integrated Procurement System									
			Purchase	e Orde	er Clo	ose-Out				
	<u> </u>	Ge	neral Close	-Out (2	2-Se	ries Exam	ple)			
File	Edit	Appl1	Appl2	Appl	opl3 View Options Window Help					
PO# B1010 SML6-40						sage Co	ode per Line	e Item		
						-				
Total #	of Line Item	s _	2		Line	ltem 1:	1A			
					Line	Item 2:	2E Reque	ster and E	Buyer	
				:	sign	ature				
					Line Item 3:					
The abo	ve highligh	ed line	item needs	s the	follo	wing:				
*					D	uvor's Si	anatura			
*					Buyer's Signature Requester's Signature					
Red Fla	as				Actions					
	<u> </u>				, 1, 10, 10, 10					
Universa	al			-	This field will display to the user the					
(C1111 010a.					actions they need to take to close-out				e-out	
Display PO from PAID system					this particular PO.					
1 7		, ,		!						
Return	to previous	Ret	urn to main	menu		Uni	versal	Exit sy	/stem	
1	menu									

The problem in the example above, is that both the requester and buyer signatures are needed. Here, the buyer should be able to click on an icon and the system should provide the buyer with the requirements they need to close out this PO.

For example, to obtain the requester's signature, the system should provide all drill-down information to the requester for their signature. Once the requester approves/disapproves the invoice, the system will allow the requester to return information electronically to the buyer (e.g., E-mail) for the buyer's signature. The buyer would then forward approvals to BUS-1. If the invoice is disapproved, then red flags are reworked. The system should provide the same kind of automatic routing for all of the Close-Out Requirements.

Close-Out procedures for R&D, Construction, and A&E, which require 2-series or 9-series approvals, will follow the same path as those explained in Example 2. However, *red flag issues will be specific to contract type close-out*.



Close-Out procedures for R&D, Construction, and A&E, which require 2-series or 9-series approvals, will follow the same path as those explained in Example 2. However, *red flag issues will be specific to contract type close-out*.

This is an example of the R&D Screen.

Total Integrated Procurement System										
Purchase Or	der Close-Out									
R&D S	Screen									
File Edit Appl1 Appl2 Ap	pl3 View Options Window Help									
RED FLAGS	RED FLAGS									
• Invoices	 Completion date (triggers) 									
Claims Release	- final invoice per task									
Beneficial Occupancy Date	 performance evaluations 									
Final Acceptance Date	 release and assignments 									
Change Orders	- patents									
T&M Audit Report	 patent law certification 									
• GFP	 Mod/Change Order 									
• SM's	 Task Orders 									
 Audit request form 620A 	 Capture Post-Award Information 									
 Ability to open Mother Order 	Screens									
Requirements Memo	 Accept Form 									
Disposition of GFP	Final Reports									
RR from Property	• Tax									
	 Running total of Each Task w/in the 									
	Mother Contract									
Return to previous menu Return to main me	nu Universal Exit system									

Close-Out procedures for R&D, Construction, and A&E, which require 2-series or 9-series approvals, will follow the same path as those explained in Example 2. However, *red flag issues will be specific to contract type close-out*.

This is an example of the A&E Contracts Screen.

Total Integrated Procurement System									
Purchase Or	der Close-Out								
A&E Contracts Screen									
File Edit Appl1 Appl2 Ap	ppl3 View Options Window Help								
RED FLAGS	RED FLAGS								
Invoices	 Completion date (triggers) 								
Claims Release	 final invoice per task 								
Beneficial Occupancy Date	 performance evaluations 								
Final Acceptance Date	 release and assignments 								
Change Orders	- patents								
T&M Audit Report	 patent law certification 								
• GFP	 Mod/Change Order 								
• SM's	 Task Orders 								
 Audit request form 620A 	 Capture Post-Award Information 								
Ability to open Mother Order	Screens								
Requirements Memo	 Accept Form 								
Disposition of GFP	 Final Reports 								
RR from Property	• Tax								
Return to previous menu Return to main men	u Universal Exit system								

Close-Out procedures for R&D, Construction, and A&E, which require 2-series or 9-series approvals, will follow the same path as those explained in Example 2. However, *red flag issues will be specific to contract type close-out*.

This is an example of the Consultants Screen.

Total Integrated Procurement System									
	Purchas	se Orc	der Clo	se-Out					
Consultants Screen									
File Edit Appl1	Appl2	Ар	pl3	View	Options	Window	Help		
RED FLAGS			RED	FLAGS	3				
		,							
• GFP			• Ru	unning to	otal of:				
• SM's			- Labor						
 Authorized no. of days 			- Travel						
 Authorization of approva 	al of money	/	- Tax						
• Term			 Consultant work authorization in 						
 Attendance reporting 			"Invitation"						
 Contract ceiling amount 			 Close-Out Memo 						
			 Consultant Forms and Templates 						
	Tax Templates								
	- 1099								
	- 1042								
	- W2s								
			- All Payroll Forms						
Return to previous menu Re	eturn to main	meni	u	Unive	rsal	Exit sy	stem		